



**BUILDING DEPARTMENT
TOWN OF EAST HAMPTON**

*300 Pantigo Place – Suite 104
East Hampton, New York 11937*

DRAFT

Rental Property Inspection Checklist

To register your residential rental property and receive a Rental Registration Number, please complete the Rental Property Inspection Checklist and have it notarized.

Date

PROPERTY OWNER INFORMATION

Name(s)
Physical Address
Mailing Address
Telephone Numbers

RENTAL PROPERTY INFORMATION

Physical Address
Suffolk County Tax Map #

**Please check ()
if condition is met**

EXTERIOR OF THE HOUSE

1. House # is posted in numerals a minimum of 4 inches tall. ()
2. House # is visible from the street. ()
3. Is there a swimming pool? YES () NO ()
If NO, go to #8
4. There is a code compliant, 4 foot high fence around pool. ()
5. Pool gates are self-closing, self-latching and lockable. ()
6. There is a working alarm on every door to the pool area. ()
7. There is an alarm in the pool. ()

INTERIOR OF THE HOUSE

8. How many bedrooms are in the house? _____
9. How many levels are in the house? _____
10. Is there a lower-level recreation area? YES () NO ()
11. Is there a lower-level sleeping area? YES () NO ()
12. There are handrails on all stairways. ()
13. The electrical panel is properly marked. ()
14. Are there any open building permits on this property? YES () NO ()

SMOKE DETECTORS/CARBON MONOXIDE DETECTORS

- 15. Smoke detectors are installed and working on every level. ()
- 16. Carbon monoxide detectors are installed and working on every level. ()
- 17. Smoke detectors are installed and working in every bedroom. ()
- 18. Smoke detectors are installed and working in every sleeping area. ()
- 19. Smoke detectors are installed within 10 feet of any bedroom door in the hallway. ()
- 20. Smoke and carbon monoxide detector batteries are replaced regularly. ()

FIREPLACE/WOOD BURNING STOVE

- 21. Does your home have a fireplace or wood-burning stove? YES () NO ()
If YES, answer #22
- 22. The fireplace or wood-burning stove has a door(s). ()

The Certificate of Occupancy is attached to this registration ()

OWNER/AGENT

Sworn to before me this _____
_____ day of _____, 20_____.

(Notary Public)